

West Linn Sustainability Advisory Board Meeting

West Linn City Hall
03/15/2018, 6-7:30pm

Attendance **Staff:** Darren Wyss
Board: Cindy Ellison, Sara Harding Mihm, Alex Mihm, John Rose, Terence Shumaker, Sara Weihmann.

Mission / Mission of the Group [From the Charter:](#) The Sustainability Advisory Board promotes sustainability policies, programs, and projects within the City of West Linn and its community. The Sustainability Advisory Board is committed to collaborating with government and residents to improve the quality of life in West Linn by advancing stewardship of our environmental, social, and economic resources that is equitable for all present and future generations.

1. Check-ins / Updates (10 minutes)

- **John** announced there is a NextDoor discussion on RoundUp being used in Wilsonville/West Linn schools
- **Darren** shared a net metering letter from PGE, as well as info on the West Linn Earth Day Work Party to take place on Saturday, 4/21/18.
- **Sara HM** invited the group to participate in the Marylhurst Earth Week Fair to represent SAB.

2. Review Action Items from February Meeting (10 minutes)

Goal of this agenda item: Keep SAB moving forward and members accountable for commitments made during meetings.

<u>Month</u>	<u>Action Item</u>	<u>Status</u>
January	<ul style="list-style-type: none"> ● Russ will follow up with Ken (Parks) regarding incorporating SAB into their parks review process, as well as inviting them to a future SAB meeting or incorporating us into the decision-making and project processes. ● Russ will follow up with Ken from Parks regarding incorporating SAB into their project review process, as well as inviting Ken and any other key City staff to a future SAB meeting. The goal is for SAB to be naturally included or incorporated in the decision-making process on City projects that touch on sustainability. ● Russ to connect with his new contact at PGE and invite them to speak for 15-20 minutes about new program offerings, at our March 15 meeting. 	Russ absent; Move to April
January	<ul style="list-style-type: none"> ● The City is planning a summer BBQ social. Other boards post meeting minutes so we can stay informed of their goings-on. 	Move to April
January	<ul style="list-style-type: none"> ● Sara HM to connect with Courtney Flynn and Russ to promote our participating in Climate Mayors. 	Move to April
January	<ul style="list-style-type: none"> ● Glen will look into the National League of Cities collaboration opportunity. 	Delayed indefinitely
February	<ul style="list-style-type: none"> ● All SAB members and OIT students are encouraged to attend the State of the City on Monday, February 26, at 5:30pm at the Library. 	Done

February	<ul style="list-style-type: none"> ● All SAB members should plan to attend the City Council work session with SAB on Monday, May 7 (date to be confirmed by Darren). 	Done
February	<ul style="list-style-type: none"> ● All SAB members should brainstorm which upcoming 2018 milestones we'd like to submit to Council to include on their goals/milestones list. 	SHM to create a document to share
February	<ul style="list-style-type: none"> ● All SAB members to brainstorm list of accomplishments and goals to include in the Climate Mayors compendium. 	SHM to create a document to share
February	<ul style="list-style-type: none"> ● OIT Students to send an email to Russ, by this Saturday, of a brief description of what they are working on, for consideration to be included in the State of the City event. 	Done
February	<ul style="list-style-type: none"> ● Darren will confirm getting on the work session agenda for May 7, along with the OIT students. 	Done
February	<ul style="list-style-type: none"> ● Glen will share Arbor Day Foundation tree planting information with Cindy. 	Done
February	<ul style="list-style-type: none"> ● Sara HM, Sara W., and Alex to move forward on reaching out to the City to ask if we can host a Shred Event in the parking lot on Saturday, April 21. 	Done. Event held by WLRR in fall.

3. Ground Rules (10 minutes)

Goal of this agenda item: Continue the ground rules conversation from winter 2017.

Summary	Alex reviewed some Ground Rules, like respect and timeliness, for example, and the group discussed additional Ground Rules we'd like to adopt as a group to implement during our meetings.	
Discussion	<ul style="list-style-type: none"> ● Terry suggested to find our top 7-ish ground rules and put them on a poster, and hang it on the wall during meetings. ● Sara W.: <ul style="list-style-type: none"> ○ Honor time limits. Step up/step back. ● Sara W. and John: Is there anything that wasn't said earlier, that they'd like to revisit near the end of the meeting? ● John: <ul style="list-style-type: none"> ○ Have a complete agenda ● Alex: <ul style="list-style-type: none"> ○ Attack the problem, not the person ○ Stick to the guidelines for meetings/agendas we agreed to end of 2017 ○ No such thing as dumb questions or ideas 	
Action Items	<ul style="list-style-type: none"> ● John offered to receive the top 7-ish Ground Rules from each SAB member, and he'll compile the list to share. 	

4. Community Canopy Arbor Day Program (10 minutes)

Goal of this agenda item: Learn about the program that West Linn is participating in and determine ways that we can support.

Summary	Cindy participated in a webinar from the Community Canopy Program (Arbor Day Foundation) and shared what she learned with the group.
Discussion	<ul style="list-style-type: none"> • Darren reminded us that this initiative should be approved by the Council, and suggested that we have a conversation with the Parks department. He referenced Metro's Title 13 program, which includes data on canopy coverage. • Alex said that we need to prioritize a variety of costs and projects that the group has discussed. • Terry suggested that we consider soliciting donations for trees to avoid the cost of the program.
Action Items	<ul style="list-style-type: none"> • Darren will talk with Ken at Parks regarding the Community Canopy Program and schedule him to spend 20-30 minutes to talk about sustainability-related projects they are a part of.

5. Annual Goals Calendar (20 minutes)

Goal of this agenda item: Review 2018 goals and discuss priority projects and estimate target dates for project achievement.

Summary	Sara HM reviewed some additional tabs added to the 2018 Goals Tracking Spreadsheet , including breaking down the list of goals by Quarter and Ongoing projects.
Discussion	<ul style="list-style-type: none"> • The group agreed that some goals/projects, especially those that were previously labeled as "Ongoing," could be moved to the second half of the year. • Sara W. suggested that Accomplishments be included on this spreadsheet. Thus, the spreadsheet will be renamed "2018 Goals & Accomplishments Tracking Spreadsheet."
Action Items	<ul style="list-style-type: none"> • Sara W. to <ul style="list-style-type: none"> ○ Receive the accomplishments of SAB thus far in 2018 and add them to the spreadsheet. ○ Check in with each SAB member to work out a timeline for the projects where they have ownership and draft a timeline within the spreadsheet.

6. Worksession w/City Council (20 minutes)

Goal of this agenda item: Review logistics and learn protocol for the Monday, May 7 work session with City Council.

Summary	Darren answered the group's questions about the logistics of the work session, and provided general feedback about how to approach the meeting.
Discussion	<ul style="list-style-type: none"> • How much time will SAB have during the work session? About 1 hour along, including portion for OIT students. We should be first on the agenda, starting around 6:10pm • Who is typically present during a work session? Other staff are in the room and the tables are set up in a square. Five councilors, city attorney, city manager, city recorder, and other staff may be there. Audience members may be present. • Which other Advisory Boards have attended a work session with the Council? The Planning Commission meets with Council regularly, but they are a decision-making body. Library meets with them annually, as well as the Economic Development Committee. • What is the protocol for addressing Councilors by name and/or title? It was recommended that we use "Councilor X," and "Mayor Axelrod." • What information, metrics, or data should we have prepared to share with them?

Data and metrics are important, however, it depends on the purpose and content of what we're sharing. We may consider having this information in our "back pocket" and use when necessary.

- **How many topic(s) should we come prepared to introduce or share with them?** We should focus on quality over quantity. It was recommended that we select our top 3-5 goals and ask Council which one(s) they'd like us to move forward on. For items that require money (e.g., PGE, Arbor Day Program, Backyard Habitat, Solar, etc.) ask the Council where their priority lives. Additional items to bring up include SAB's Charter and the budget line item that is referred to as "Sustainability." Sara W. suggested making a document that included our pictures and areas of expertise so that Council knows they can ask us for guidance and input on City projects.
- **Should we assume that they've read our most recent annual letter or Strategic Plan? Is this a time to reiterate our goals and accomplishments?** They probably read the letter in January, prior to their goal-setting session. Documents will be due two weeks prior to the meeting, so Council will have access to them but hard copies would be appreciated.
- **Is Council familiar with what happened regarding the attempt to create the West Linn Earth Fair?** Darren said they may not be familiar with what happened last year, and the group agreed that it didn't need to be a topic of focus.

Action Items

- **Sara HM and Sara W.** to begin brainstorming topics to share at the work session. Before April's SAB meeting,
 - Send a document that SAB members can add to regarding topics we can share at our work session.
 - Send a list of links and resources that all SAB members should read to become familiar with individual Councilors, as well as the role Council plays in our City.

7. Review New Action Items (5 minutes)

Goal of this agenda item: Review steps that should be taken following this meeting, as well as helping to record progress on areas the group discussed.

- **All SAB members** should see if they can attend the [Parks&Rec volunteer event on April 21.](#)
- **All SAB** to email **John** about 7-ish Ground Rules for him to compile and share.
- **Darren** to update the website to include John Rose's contact information
- **Darren** will ask if the OIT students can be their own agenda item at the May work session.
- **Darren** will talk with Ken at Parks regarding the Community Canopy Program and schedule him to spend 20-30 minutes to talk about sustainability-related projects they are a part of.
- **Alex and Cindy** to connect w/ Sharon Selvaggio regarding meeting up with Travis Williams of Willamette Riverkeeper, Tamara Gilbert, and other community members focused on pesticides.
- **Alex** to connect with **John** regarding City of West Linn website work.
- **Sara HM and Sara W.** to begin brainstorming topics to share at the work session. Before April's SAB meeting,
 - Send a document that SAB members can add to regarding topics we can share at our work session.
 - Send a list of links and resources that all SAB members should read to become familiar with individual Councilors, as well as the role Council plays in our City.
- **Sara HM** to
 - Email **John** and **Terry** with details about Marylhurst Earth Week
 - Create a document, and share with the group, so that the group can populate suggested [goals/milestones](#) that has been requested by City Council
 - Create a document, and share with the group, to brainstorm our suggested accomplishments

for the [Climate Mayors compendium](#).

- Send a compilation of links (meet the Councilors, Councilor goals and other related documents) to SAB to review for upcoming work session.
- **Sara W.** to
 - Create a bio for City Council (picture and description) at sometime before May's work session
 - Receive the accomplishments of SAB thus far in 2018 and add them to the spreadsheet.
 - Check in with each SAB member to work out a timeline for the projects where they have ownership and draft a timeline within the spreadsheet.